



# CITY OF HOUSTON

## Job Posting

|                             |  |
|-----------------------------|--|
| Applications accepted from: | ALL PERSONS INTERESTED                 |
| Job Classification          | CASHIER                                |
| Posting Number              | PN# 113462                             |
| Department                  | Health & Human Services Department     |
| Division                    | Administrative Services                |
| Section                     | Business Management                    |
| Reporting Location          | 8000 N. Stadium, 7 <sup>th</sup> Floor |
| Workdays & Hours            | M - F, 8 a.m. - 5 p.m.*                |

\*Subject to change

**DESCRIPTION OF DUTIES**

Performs routine tasks related to collecting and recording payments and fees from customers. Accountable for accurate handling of money and courteous customer service.

**CORE FUNCTIONS**

- Maintains and records daily incoming checks for the Business Management Office. Generates daily check reports as required by revenue section.
- Attends garage parking and collects payments; makes change; balances cash funds and assures that the parking tickets received is properly recorded into garage system.
- Operates cash registers, ten-key adding machines, parking gates, ticket machines, clocks and similar mechanical devices integral to the specific collection activity.
- Maintains and issues receipt book for the department and keeps track of used and unused receipt books.
- Assists in distributing incoming mail by logs and calling appropriate personnel to pick up their mail and assists other duties as requested.

**WORKING CONDITIONS**

The position is physically comfortable most of the time with occasional periods of stooping, bending and/or light lifting of materials of up to 10 pounds.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Ability to read, write, add, subtract and follow oral and/or basic written instructions as might normally be acquired through nine to eleven years of formal schooling. No special knowledge of any subject area or technical field is required.

**MINIMUM EXPERIENCE REQUIREMENTS**

No experience is required.

**MINIMUM LICENSE REQUIREMENTS**

None

**PREFERENCES**

None

**SELECTION/SKILLS TESTS REQUIRED**

None

**SAFETY IMPACT POSITION**    ☐ Yes    ☒ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

**SALARY INFORMATION**

**GENERAL FUND POSITION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 6  
\$800 - \$846 Biweekly    \$20,800 - \$21,996 Annually

**OPENING DATE**

September 27, 2006

**CLOSING DATE**

October 3, 2006

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer